

SECTION 13: PROCESSING TIPS

Addresses:

- **County** highway or road: Do not use abbreviations such as Co, Cty, or CTH. The word *County* must be spelled out for mailing purposes. (Ex. County P).
- **# sign:** should be used if you have an address with an apartment number. If you type in the abbreviation 'apt.' for the apartment number, the system will automatically insert the # sign in place of 'apt.'
- **Post office box:**
 - Post office box alone is only permitted for businesses.
 - For individuals, the PO Box will be used to mail any items but a street address is also necessary.
 - When using an address with both a street and PO Box, make sure the ZIP code used corresponds to the PO Box.

Brands:

- Any brand printed on a Wisconsin title will automatically carry forward to the new title.
- Any brand printed on an Out-of-State title must be entered into your system.
- If a new Wisconsin brand needs to be added to an Out of State title transfer (i.e. Prior Taxi, Hail Damaged), the application must be mailed to DMV for manual processing.

Loan information:

- **Lender name/address has changed:** The lender needs to call the Vehicle Records Unit at 608-266-3666 between the hours of 8:00 AM to 4:30 PM to change address or name information for their secured party number.
- **Owner/Lien holder:** An owner cannot also be a lien holder.

Odometers:

- **Excess Status:** When '*Excess*' is indicated and the vehicle displays a five-digit odometer you must key '*Excess*' for status. When '*Excess*' is indicated and the vehicle displays a six-digit odometer you must key '*Actual*' for status, as the mileage will not be in excess of mechanical limits until it passes 999,999 miles.
- **Exempt Status:** When the vehicle is 10 model years old, it is exempt from an odometer reading.

Plates:

- **Inquiry of plate numbers or entering plate numbers to transfer:** DOT does not use the letter O in plate numbers. A zero should be used in place of the letter O.
- **Calculating the proper weight for truck plates:** Your customer should decide what weight plate they wish to have on their vehicle. They are the only ones who know how they plan to use the vehicle. For example, if a customer insists they will never use their $\frac{3}{4}$ ton truck for hauling and they want to run with a B plate, it really is their choice.
 - 4500 lb. plate = A sticker
 - 6000 lb. plate = B sticker
 - 8000 lb. plate = C sticker

Counts Towards Plate Weight	Does Not Count Towards Plate Weight
<ul style="list-style-type: none">• Actual weight of the vehicle• Passenger(s)• Any load in the vehicle• Any towing equipment on or in the vehicle• Full tank of gas	<ul style="list-style-type: none">• GVWR (gross vehicle weight rating)• Tongue weight of a trailer• Load on a trailer

- **Truck plate or auto plate?**
 - A truck plate is required for any vehicle with a pick-up truck type bed. This includes vehicles such as the Avalanche, Baja, Escalade EXT and Sport Trac.
 - Truck plates are optional on truck type vehicles such as vans and SUVs.
 - If more than half the space inside the vehicle is used for cargo, the vehicle must have a truck plate.
 - If less than half the space inside the vehicle is used for cargo, the vehicle may have either a truck or auto plate.
- **Owner name on plate transfer:** The most common allowable plate transfer is between husband and wife, however DMV also allows plates to be transferred between owners under a variety of other scenarios. Refer to the plate transfer table on the next page determine when a plate is transferable.

Plate Transfer Table

<u>PRESENT OWNER OF PLATE</u>	<u>TRANSFER THIS PLATE TO ...</u>	<u>OK TO TRANSFER?</u>
Family Situations		
Spouse	Spouse	Yes
Joint ownership	One of the original owners	Yes
Single owner	Joint owners (one is original owner)	Yes
Individual	Family member	No
Lease Situations		
Leasing company with lessee	Different leasing company, same lessee	Yes
Individual	Leasing company with same individual as lessee	Yes
Leasing company with individual as lessee	Individual who was lessee	Yes
Company name	Leasing company with owner of company as lessee	Yes
Leasing company with a company as lessee	Owner of company that was lessee	Yes
Leasing company with spouse as lessee	Spouse of lessee	Yes
Company Situations		
Sole owner of company	Company	Yes
Company	Sole owner of company	Yes
Partnership	One of the partners	Yes
Corporation	Individual who is owner of corp.	Yes
Corporation	Different corporation	No
Trust Situations		
Trust (MV2790 required)	Individual who has interest in trust	Yes
Individual with interest in trust	Trust (MV2790 required)	Yes

Trusts:

When a vehicle is purchased or sold by a trust, a *Trust Affidavit (MV2790)* must be completed by the Trustee and maintained in your deal jacket. Do not reverse trust name, show date of trust, or show trustee names. You may have to abbreviate the name in order for it to fit in the space available. Call APU for assistance if necessary.

Trust abbreviations:

Estate = EST Family Trust = FMT Living Trust = LVT Trust = TST

Example:

Trust name on the MV2790 was completed as: John L. Christianson and Rebecca M. Christianson Trustees of the John L. Christianson and Rebecca M. Christianson Revocable Family Trust dated 12/6/04

Correct format: John L and Rebecca M Christianson Revocable Trust.

COMPLETED APPLICATIONS

Mailing Work For Imaging

1. **All titles and/or the Manufacturer Certificates of Origin (MCO) need to be mailed to DMV for imaging along with the e-MV11 receipt.** Supporting documents for the title transactions should be kept in the deal jacket.
2. **Prepare the title document for mailing:**
 - a. The e-MV11 receipt for the first title transaction of the day should be placed on top of the title.
 - b. If additional title transactions are completed on the same day, continue to build your mailing bundle by placing the second receipt and title behind the first receipt and title.
 - c. Transactions that have been completed and reset later that day require a reset slip. The system will automatically prompt you to print one, if necessary. When prompted, print a copy of the e-MV11 reset slip. Place the e-MV11 reset slip in your completed work where the e-MV11 receipt and title would have been placed.
3. **Remove all staples and paperclips when mailing in the titles or MCOs.**
4. **Never enclose notes or send uncompleted work with your completed work.**
5. **Mail the e-MV11 receipts, titles or MCOs, or reset form (if needed) using the yellow mailing label the next business day after the transaction is completed.** Write the last title number from that day's title transactions on the mailing label (the new e-MV11 title number). Please do not put more than one day's processing in an envelope.

Ordering Additional Yellow Mailing Labels

Dealerships can now order mailing labels online using e-MV11. Select Bank Account Information and Forms from the Main Menu and click on "Order mailing labels". Select the quantity of mailing label packs using the dropdown list (maximum 6 packs of 50 each). Select NEXT to submit your order.

Errors And Resets (Deletes)

If you need to change or correct a completed transaction, it must be reset on the **same day** it was completed. If the application was Pended (saved), but not completed, it may be reset at any time. See Section 10 of the e-MV11 User Manual for further details and instructions regarding resetting transactions.

Access the e-MV11 User Manual at:

<http://www.dot.wisconsin.gov/business/dealers/emv11/manual.htm>

If you discover an error and cannot reset the application, contact DMV's Agent Partnership Unit at 608-267-3349 for assistance in correcting the error.